




January 22, 2013

MEMORANDUM

TO: District Board of Trustees
FROM: Jim Murdaugh, President 
SUBJECT: 2012-2013 Salary Schedule - REVISIONS

Item Description

This item request Board approval for employee salaries, salary increase requirements, and classification additions.

Overview and Background

The College brings forth a request to approve revisions to the 2012-2013 Salary Schedule. The 2012-2013 Salary Schedule includes tax language and minimum wage modifications. Pertinent pages are attached for review. Highlights of revisions and modifications are as follows:

- Page 37 – Other Personal Services (OPS) – Revised FICA and Medicare language.
- Page 37 – Other Personal Services (OPS) – Comparable Classified Staff Hourly Rates Table – Equivalent Hourly Rate for OPS I were revised to reflect new State minimum wage rate.
- Page 38 – Work-Study Students Hourly Rate – Modified to equate to .25 cents above the hourly rate set by the Florida Minimum Wage Act.

Past Actions by the Board

The Board previously approved the 2012–2013 Salary Schedule on June 18, 2012.

Funding/Financial Implications

This item is funded by the 2012-2013 Operating Budget.

Staff Resource

Teresa Smith

Recommended Action

Approve revision to the 2012-2013 Salary Schedule as presented.

HOURLY EMPLOYEES (OPS & WORK-STUDY STUDENTS)

Hourly employees are hired to fill temporary positions created to accomplish a specific task within a specific time. These employees work on an "as needed" or "available funds" basis and are compensated on an "hours worked" basis only. An hourly employee does not serve on a contractual basis, nor does the authorization form for hire constitute a contract. Hourly employees are classified as Other Personal Services (OPS), including Tutors and Work-Study Students. These employees are non-exempt and covered under the overtime provisions of the Fair Labor Standards Act (FLSA).

OTHER PERSONAL SERVICES (OPS)

Non-TCC students employed in this category will be subject to ~~a the 1.45 percent~~ Federal Medicare tax and will be required to contribute ~~7.5 percent~~ to the Alternate FICA Plan. After employees work a minimum of 2080 hours, they are subject to combined FICA and Medicare taxes, as mandated by state and federal law, of 5.65 percent and are eligible for employer contributions in the Florida Retirement System (FRS).

Hourly rates for OPS employees should be determined based on the comparability of work assigned to established Classified Staff/Professional positions (similar pay for similar work). Any rate beyond \$24.87 per hour (pay grades 233-235, OPS VI) for an OPS employee must have special approval by the Vice President for Administrative Services and Chief Financial Officer.

All OPS employees will be compensated according to the following schedules. However, the base rate shall be no lower than the rate set by the Florida Minimum Wage Act (FMW).;

COMPARABLE CLASSIFIED STAFF HOURLY RATES		
LEVEL	EQUIVALENT PAY GRADE	EQUIVALENT HOURLY RATE
OPS I	-	\$7.67 <u>FMW</u> - \$8.49 <u>\$8.59</u>
OPS II	106 -109	\$8.60 - \$10.34
OPS III	110 -114	\$10.35 - \$12.41
OPS IV	115 - 120	\$12.42 - \$15.49
OPS V	121 - 126	\$15.50 - \$19.52
OPS VI	127	\$19.53 - \$24.87

COMPARABLE CS - PROFESSIONAL HOURLY RATES		
OPS LEVEL	EQUIVALENT PAY GRADE	EQUIVALENT HOURLY RATE
OPS IV	217 - 220	\$12.42 - \$15.49
OPS V	221 - 226	\$15.50 - \$19.52
OPS VI	227 - 232	\$19.53 - \$24.87

OTHER PROVISIONS

1. **Classified Staff Replacements:** OPS employees working as temporary replacements for classified staff on approved leave shall be paid the minimum hourly wage for the position classification to which they are assigned. No other use of classified staff titles for OPS employees is appropriate.
2. **Transcripts:** OPS employees whose responsibilities have degree requirements must have an unofficial transcript on file in the Human Resources Department in order for appropriate compensation rate to be determined. In order for these workers to receive a second paycheck, the official transcript showing the degree must be on file in the Human Resources Department.
3. **Rate Changes:** All OPS rate changes require either an OPS authorization with the new rate or an OPS change form.
4. **Timesheet Reporting Period:** The reporting period for OPS timesheets is the same as the reporting period for non-exempt staff (see page 40).
5. **Timesheet Submission:** OPS employees are to submit timesheets to their supervisor as soon as possible after the end of the monthly reporting period in order to meet payroll deadlines.

If the timesheet is not turned in to the supervisor in a timely manner, the employee may be required to wait until the next payroll cycle to receive compensation for that reporting period. The final decision in that case rests with the Vice President of Administrative Services and Chief Financial Officer.

WORK-STUDY STUDENTS

Student personnel may qualify to work under the Federal College Work-Study (FCWS) program for a specified number of hours as determined by the Financial Aid Office. Work-study students are not eligible to receive employee benefits and are exempt from Social Security and Medicare taxes.

The hourly rate for work-study student employees is ~~\$7.75 per hour~~ \$0.25 above the minimum hourly rate set by the Florida Minimum Wage Act.

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